



Non-Investment Related Service Provider Checklist

We have developed this checklist to be used as a reference prior to sending procurement packets to this Agency. Please use them as a guide to assist you with the documents required for non-investment related service providers. This checklist can be used for new vendor relationships as well as contract renewals for existing vendors.

1

This procurement package is for a (check one)

☐ New Contract

☐ Contract Renewal

2

General Information:

Board -

Date Received -

Service Provider -

3

✓ Checklist:

Please ensure you have all required documentation listed to the right prior to submitting your procurement package to PERAC.

☐

☐

☐

☐

1. New Vendor Contact Information Form

2. Retirement Board Procurement Compliance Certification

3. Vendor Certification

4. Retirement Board Member Certification Form (One form for each board member)